

PLANNING FOR YOURSELF AND YOUR FAMILY

Your family could be anywhere when the next disaster strikes - at work, at school, in the car, etc. Families can cope with disaster by planning ahead. Knowing what to do can help your family deal with fear and uncertainty. By planning and practicing what to do, your family will be able to react correctly and spontaneously at the first sign of danger.

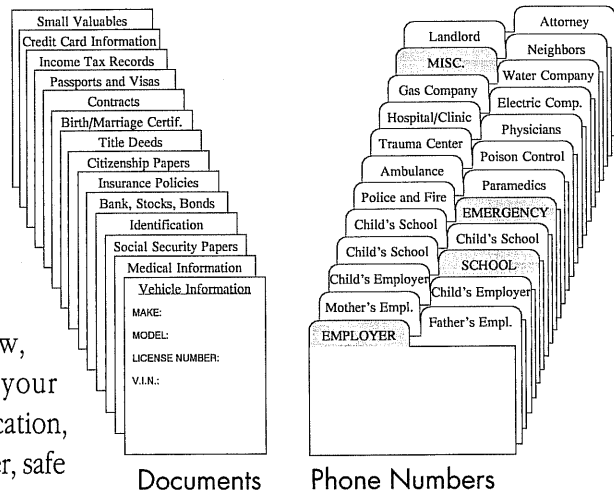
THINGS TO DO:

- ☐ Store your vital documents in a safe place.
- ☐ Make an inventory list of your household items.
- ☐ Create a family emergency plan.
- ☐ Teach your children about disasters and what to expect from them.
- ☐ Make provisions for the elderly and disabled.

IMPORTANT FAMILY INFORMATION AND DOCUMENTS

Earthquakes, fires, storms and other disasters can destroy important documents. After a disaster, you may need financial assistance and will want to document any property loss for insurance and income tax purposes. Having ready access to the documents necessary for completing application forms, as well as those which could be difficult to replace, will eliminate undue delay and frustration.

- ☐ Take a few minutes and record this important family information.
- ☐ Identify your vital documents now, before a disaster occurs. Store your important documents in a safe location, preferably in a fire-resistant container, safe deposit box or with a friend or relative who lives at least 100 miles away.



They can also be stored in water-tight, sealable plastic bags inside the refrigerator or freezer. It is a good idea to have two sets of your important documents stored in different places so that if one set is damaged, you will have a backup.

Important Family Information

Father's employer: _____

Address: _____

Phone: _____ Work hours: _____

Mother's employer: _____

Address: _____

Phone: _____ Work hours: _____

Child/Other's employer: _____

Address: _____

Phone: _____ Work hours: _____

Child/Other's employer: _____

Address: _____

Phone: _____ Work hours: _____

School Information

Child's School: _____

Address: _____ Phone: _____

School policy is to: hold / release (circle one) child.

Child's School: _____

Address: _____ Phone: _____

School policy is to: hold / release (circle one) child.

Child's School: _____

Address: _____ Phone: _____

School policy is to: hold / release (circle one) child.

Medical Information

Physician: _____

Address: _____ Phone: _____

Physician: _____

Address: _____ Phone: _____

Hospital/Clinic: _____

Address: _____ Phone: _____

Utilities Information

Electric Company: _____ Phone: _____

Gas Company: _____ Phone: _____

Water Company: _____ Phone: _____

HOME INVENTORY

- ☐ One of the most important documents you should keep is an inventory list of your household items. The inventory should include:
the item, description of the item, serial numbers (if applicable), purchase date, purchase price (or best estimate) and the item's location in your home. It is also a good idea to supplement the written inventory with photographs and/or videotapes of your household contents.

List the items room by room. This will make it easier to add new items later on and will help to avoid duplication. This list should be updated at least once a year.

- ☐ When you have completed the inventory, make a copy and send it to your insurance agent. Keep your copy in a safe location away from the home. You can store it in a safe deposit box or give it to a trusted friend or relative.

EMERGENCY

The emergency number for police, fire and medical is:

9-1-1

Public Safety (Police and Fire):

9-1-1 or

(408) 736-6244

Emergency Ambulance or Paramedics:

9-1-1 or

(408) 736-6244

Poison Control Center (Santa Clara County)

(800) 876-4766

DO YOU KNOW WHAT ITEMS ARE IN YOUR HOME?

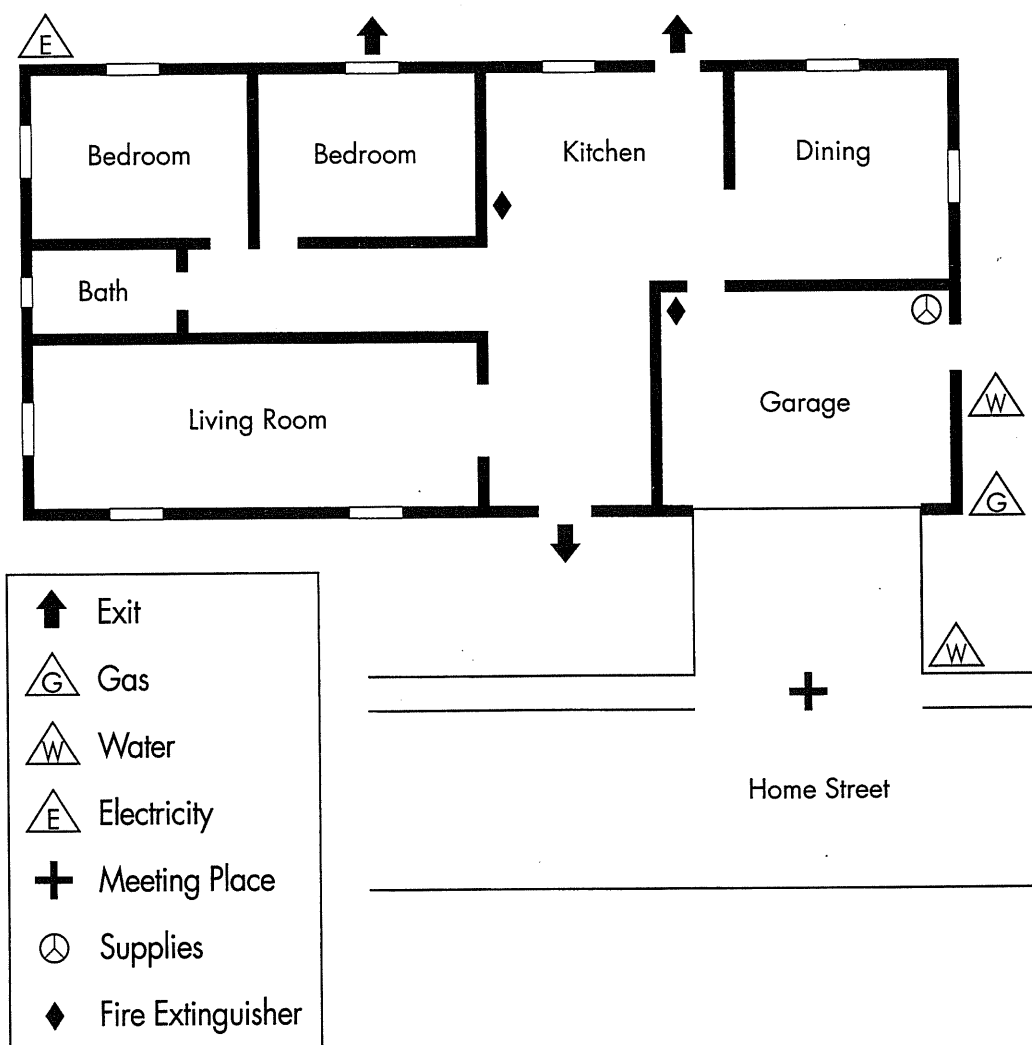
Try making a list of everything in your living room without looking. After a disaster, it is difficult to remember every item.

EVACUATION PLANS

In the event of a fire, flood, earthquake, hazardous material spill or other disaster, it may be necessary for you to quickly evacuate your home. By planning and practicing what to do before you need to, you will help yourself and your family to react correctly and spontaneously at the first sign of danger.

Planning to Evacuate

- ☐ Draw the floor plan of your residence.
- ☐ Draw at least two escape routes from each room.
- ☐ Identify where your emergency supplies, first-aid kits and fire extinguishers are kept.
- ☐ Identify utility (gas, water and electric) shut-off valve locations.
- ☐ Include your family's reunion location outside the home.
- ☐ Conduct fire and emergency evacuation drills.



REUNION PLANS

Disasters have a good chance of occurring when your family is not gathered together. The children may be at school. You may be at work, the shopping center or the theater. To prepare for these possible separations, take a few minutes and develop a reunion plan. This plan will help you get back together, or if that is not possible, to let each other know you are okay.

- ☐ Choose one place near your home in case of a sudden emergency, such as a fire.

1. _____

- ☐ Choose at least two or three places outside your neighborhood in case you cannot return home. Possibilities include neighbor's, friend's or relative's homes, local schools, churches, parks or community centers. If you arrive home and no one is there, it will give you some places to start looking.

1. _____

2. _____

3. _____

- ☐ Choose a friend or relative who lives at least 100 miles away who can be contacted by all family members if it becomes impossible to reach the reunion locations. You can report to them where and how you are and learn where and how other family members are as well. Be sure each family member carries the contact person's name and phone number with them.

Fill in the family contact card at right, copy and give to each family member to keep.

| FAMILY CONTACT PLAN | |
|---|-------|
| Emergency Meeting Place (outside your home) | _____ |
| Meeting Place (outside your neighborhood) | _____ |
| Phone: () | _____ |
| Address: | _____ |
| Family Contact: | _____ |
| Day Phone: () | _____ |
| Evening Phone: () | _____ |

EARTHQUAKE SAFETY TIPS

Two keys to family safety are planning for the disaster and practicing exactly what you will do when it happens.

Before an Earthquake

Walk through your home together with your family.

- ☐ Search for hazards using the guide on pages 30 thru 34.
- ☐ Discuss where and how you can protect yourself in each room.
- ☐ Practice by physically placing yourself in these locations.
- ☐ Practice "Duck, Cover and Hold" earthquake drills regularly (every four to six months). Call out "earthquake" and discuss what each family member did correctly or what they did incorrectly.